

DUBUQUE COUNTY LIBRARY

COURT HOUSE
DUBUQUE, IOWA

February 14th, 1951.

Miss Elizabeth Hage, Librarian,
Scott County Library,
Eldridge, Iowa.

Dear Betty:

Thank you for all your answers and also the copy of the By-Laws.

I have a few more questions and then perhaps I will not trouble you for awhile. Yesterday our county board of supervisors appointed a board of trustees to act immediately and today the auditor is sending official notices to all to meet here at 1:30 P.M. the 23rd.

It was suggested that they take over as a committee of the whole until July then draw lots for their respective terms of office. Also that they elect temporary officers for the four months period. Did Scott County have a similiar situation and how was it worked out.

Another question that I have when the board members attend district and state library meetings are their expenses paid? What about dues to Iowa Library Association for the Trustees and the Librarian, I have heard of a few libraries in the state where the dues for Iowa Library Association for the Library, Librarian and Trustees are paid out of the library funds. We should begin in the right way.

* What about vacation for you and your staff-- how much time do you receive and how many hours a week do you work? what about sick leave also? I like ideas so that I could recommend and know what is happening in the state.

The Auditor is calling the meeting here and he expects to make some recommedation one saying that Miss Seitz has always purchased the books made the selections and that same have always been suitable since she is trained I recommend that the same procedure be followed

If you have any other ideas that might be of interest.

Thank you so much for all your time and help.

Today I had a letter from Robert Orr about the amendment to the Library Law and I am sending out letters to our Legislatures today. And I will try and talk to them when they are at home for the recess next week. It would be a bad situation to have something like that introduced and be passed just as the county library law is beginning to be settled.

Best wishes,

Catherine
Catherine

Eldridge, Iowa
February 15, 1951

Miss Catherine Seitz, Librarian
Dubuque County Library
Court House
Dubuque, Iowa

Dear Catherine:

In answer to your question about when the board drew lots for the length of their terms, I can't help you, for I wasn't here, and nothing has ever come up to make it necessary for me to know; but it seems to me either way would be perfectly all right. It's easier for a smaller group to work together than for the whole board acting as a whole, however. I hope your board will have the same kind of harmony that ours has, but it's easier for a smaller group to get together to thresh things out, and it takes less time for a smaller group to thresh things out than for the whole board. I think you would be happier with committees.

The question of expenses to meetings and dues is one for your board to decide. Our board last fall voted to pay the expenses of the librarian and one staff member to Waterloo and the travel expenses for one car (mileage) for board members and \$10.00 a day for each board member who could attend. I suspect that action will be taken in regard to each meeting before the meeting for a while. In time, perhaps, a standard will be set. At present each is paying his own membership dues to IIA. I don't believe all members belong. As a library we have not yet joined. I hope to be able to persuade the board (I haven't tried yet) to join both IIA and ALA. My own personal feeling on the matter is that the library board (that is the library) should pay dues to IIA and ALA for board members. However, at the Trustees Section meeting at ALA midwinter such a move was suggested by an ALA committee, and the trustees present objected strenuously. They felt that if a board member was not willing to pay his own dues, he shouldn't be a board member. That's an admirable attitude for the board members to have; but I fear that all do not have it!

I got a lot of help in setting up our policies about vacations, work-week, holidays, etc. from Miss Hazel B. Timmerman, Executive Assistant, ALA Board on Personnel ~~Administration~~ Administration, 50 East Huron St., Chicago 11, Illinois.

The board feels that since we were setting up the first in Iowa, we should do so according to standards set up by ALA. (A little judicious prompting from me, you understand) Our library trained personnel will get a month's vacation; untrained assistants, 2 weeks. Every one gets 2 weeks sick leave a year; but if one is absent because of illness for more than 2 days at one time, he must turn in a doctor's certificate in order to claim sick leave. We work a 5-day, 40 hour week. The library is open from 8-12; 1-5, 6 days a week.

I hope your auditor is not going to consider himself a member, ex-officio, of your library board! It isn't legal, you know. Of course, he may have been one of the commissioner's appointments to the board; was he?

Sincerely,

Elizabeth B. Hage, Librarian
SCOTT COUNTY LIBRARY